

# REQUESTING REMOTE ACCESS

(Please come the Education Office for a PIV card reader)

Using your PIV card at a **VA computer**, go to <https://vaww.ramp.vansoc.va.gov/selfservice>; this verifies your login using your VA domain credentials.

**Add New User Profile**

Follow the steps below to continue registering a new remote access account.

AD Profile | Justification | Facility | Account Type | Company | Summary | Access Type

Active Directory profile

Begin by first finding a user using the people finder:

1. Enter the user's email address or Domain\Username
2. Press the Active Directory Check icon
3. Press **Next**

Enter Email or Domain\Username:

Gravell, Clark A. (Resident Physician - Internal Medicine )

User Name:

User Principal Name:

Email:

Secondary Email:

Primary Phone:

Secondary Phone:

Mail Code:

Enter and/or verify your information before proceeding: Username, VA email, phone number. You will also need to **include a secondary email**; please user your UTHSCSA email. Click ***"Next"***.

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Justification

Justification for the account:

Cancel Previous Next

You will need to enter your justification here. This could be "home call/patient care" Click ***"Next"***.

 **Add New User Profile**

Follow the steps below to continue registering a new remote access account.

AD Profile > Justification > **Facility** > Account Type > Company > Summary > Access Type

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Facility

State: TX

Facility: South Texas Veterans Health Care System

Cancel Previous Next

In this step, choose **TX** for Texas, then **South Texas Veterans Health Care System**. Click **“Next”**.

 **Add New User Profile**

Follow the steps below to continue registering a new remote access account.

AD Profile > Justification > Facility > **Account Type** > Company > Summary > Access Type


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Account Type

User is a: ☐ Contractor ☒ VA Employee

Cancel Previous Next

For the **account type** choose: **VA Employee**. Click **“Next”**.

 **Add New User Profile**

Follow the steps below to continue registering a new remote access account.

AD Profile > Justification > Facility > Account Type > **Company** > Summary > Access Type

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Company & Approving Official

Company: Department of Veterans Affairs

Approving Official: Arellano, Lee A (Lee.Arellano@va.gov) ☐ Check here if Approving Official is not listed.

Cancel Previous Next

Choose **Lee Arellano, Marrissa Garza, or Larissa Williams (using last name, first name)** as your supervisor and Click **“Next”**.

**Add New User Profile**

Follow the steps below to continue registering a new remote access account.

AD Profile
Justification
Facility
Account Type
Company
**Summary**
Access Type

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Profile Summary

AD Profile

User Name: VHA5T[REDACTED]  
User Principal Name: [REDACTED]@va.gov  
Email: [REDACTED]@va.gov  
Secondary Email:  
Mail Code:  
Justification: Home call/Patient Care

Account Type

Account Type: VA Employee

Facility Information

State: TX  
Facility: South Texas Veterans Health Care System  
Company: Department of Veterans Affairs  
Approving Official: Arellano, Lee A (Lee.Arellano@va.gov)

Cancel Previous Next

Verify all the informaiton is correct, then click “**next**”.

**Remote Access Request**

Please identify the device type(s) Gravell, Clark will be using to connect to the VA remotely:

☐ VA-Issued Laptop / Desktop ⓘ  
☐ VA-Issued iOS iPad or iPhone ⓘ  
☐ VA-Issued Router ⓘ  
☒ Non-VA Device ⓘ

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Based on your selection, the below remote access methods are possible options. Hover over the information icons to learn more about each method.

Check all options required based on your connection needs: ⓘ

Primary connection method option(s):

☒ AVD Access ⓘ  
☒ CAG Access ⓘ

Submit

Gravell, Clark currently has the following remote access methods(s) enabled:

☒ None

Pending Approval:

☒ None

Ensure the boxes within the above screen are checked off and click the “**submit**” button and the below confirmation will appear, click ok to close box. A request to approve your submission will be sent to the approval official. We are quick to approve! 😊

Remote Access Request

The following were successfully requested:

- AVD Access
- CAG Access

OK

APPROVED  
Justin Gonzales  
PUBLIC AFFAIRS